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## COMMUNICATIONS COMMITTEE MEETING

**MINUTES OF MEETING HELD:** 6 March 2023, 7.30pm  
**VENUE:** Council Chambers, Suite 3, 4 The Limes

**Present:** Cllrs A Farrant (Chair) J Winter P Jeater  
P Batchelor B Bull

**Absent** Cllrs L Emmett (present online) M Marston

**Also present** A Zakharyeva (Comms and Projects Clerk)

- COM23/27** **Apologies for Absence – for noting but not approval**  
Apologies were noted from cllr Marston.
- COM23/28** **Announcements and Declarations of Interest**  
There were no declarations of interest presented.
- COM23/29** **Public Participation**  
No members of the public wished to speak.
- COM23/30** **To approve the minutes of the Communications Committee meeting held on 6 February 2023**  
The minutes were approved and signed as an accurate record by Cllr Farrant.
- COM23/31** **Matters arising for report but not for resolution**  
The comms clerk reported the newsletter is almost ready and is going to be sent to the printers later in the week or early the following week to be distributed by the 27 March, which is when the pre-election period starts. She will make sure the distributor has the list of roads so all streets in the parish are covered.
- COM23/32** **To discuss an update on a new resident/business welcome pack proposed by Brentwood Borough Council**  
Cllr Batchelor reported that BBC are still waiting for sign off from their data protection officer to use the data about new residents from the council tax office.
- COM23/33** **To discuss an update on the three developments**  
The comms clerk reported she had chased contacts from the three developments, but didn't get any responses. Cllr Winter informed the committee that CALA Homes representatives are going to be at the next Planning & Highways committee meeting.
- COM23/34** **To discuss the residents questionnaire for the newsletter**  
It was agreed a residents questionnaire will be a very useful addition to the next newsletter; the previously distributed questionnaire can be used as a basis, but new, perhaps more specific, questions on more recent and relevant issues might need to be added. Cllr Winter suggested it may be

useful to include references to the old questionnaire to engage with residents and encourage them to fill and return the new one. It was decided to postpone the discussion until after the May elections.

**COM23/35**

**Items for inclusion in the next agenda**

Cllr Farrant suggested discussing an update on social media channels. Cllr Winter proposed a discussion on the communications for the Summer Show and updates on the ongoing project work. Cllr Lee suggested updates on the pylons project be discussed.

**COM23/36**

**Chair to close the meeting**

The meeting closed at 8.05pm.

The next Communications Committee is to be confirmed. The meeting will be held at the Council Chambers, Suite 3, 4 The Limes.